



**DRAFT MINUTES OF THE RESOURCES COMMITTEE
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON
WEDNESDAY 18TH NOVEMBER 2020**

Present:

Name	Initials	Category of governor / role	Term of Office	Presence
Sandra Brierley	SB	Head teacher	N/A	Present
Ann McKenna-Slade	AMS	Chair of Governors	01/09/2018-31/08/2021	Present
Nick Blackham	NB	Staff	28/03/2018-27/03/2022	Present
Jimmy Healy	JH	Co-opted	17/10/2019-16/10/2022	Present
Davina Attara	DA	Local Authority	26/06/2012-26/12/2020	Present
Frederic Pemite	FP	Observer	N/A	Present
Christina Boey	CB	Observer	N/A	Present
Shara Canning	SC	Observer	N/A	Present
Audrey	A	Observer	N/A	Present
Elaine Brady	EB	Finance Officer	N/A	Present

Clerk: Mrs Sarah Davies (Clerk to the Governors, Hackney Learning Trust)

ACTION LOG

Item	Action	Responsible	Date by
3.1	Vice Chair election to be held at the next Committee meeting	Clerk	Next Committee meeting

4.2.2	Asset Register to be discussed at the Summer term meeting	Clerk	At Summer term meeting
8.1	Ms Sandra Brierley to confirm standard statement relating to charging for school time activities.	Headteacher	ASAP
8.1	Date to be changed to 2020 on Charging & Remission Policy	Headteacher	ASAP
8.2	Asset Register to be circulated electronically.	Headteacher	ASAP
8.5	Ms Sandra Brierley to confirm sick pay with CES and HR.	Headteacher	ASAP
8.8	Medical Needs policy to be discussed at next Committee meeting.	Clerk	Next Committee meeting

The meeting opened at 6.30pm

Part 1: Non-confidential – Main Business

1. Welcome & Opening Prayer

All were welcomed to the meeting and introductions were undertaken.

Ann McKenna-Slade began the meeting with a prayer.

2. Acknowledgement and Agreement of Virtual Meeting in line with GDPR regulations and school policy.

Governors acknowledged and agreed that the meeting would be held virtually in these exceptional circumstances in line with GDPR.

3. Committee Organisation

3.1 Election of Chair and Vice Chair for Academic Year 2020-21

Ann McKenna-Slade nominated Davina Attara, this was seconded by Sandra Brierley. All **agreed** that Davina Attara would be the Chair of the Committee for the Academic Year 2020-21.

It was agreed that the election of the Vice Chair would be deferred to the next meeting due to a number of potential Governors.

ACTION – Vice Chair election to be held at the next Committee meeting.

3.2 Apologies and consent for absence

There were no apologies received.

3.3 Declarations of Interest / Business Interests

There were no declarations of interests received.

3.4 Committee Membership

Governors noted that the potential Governors were joining the meeting in an observer capacity, whilst awaiting formal acknowledgement by the Diocese. Once this has been received, the Committee membership will be decided.

4. Minutes of the last meeting

4.1 Minutes of the Previous meeting held on 8th July 2020

The minutes of the last meeting held on 8th July 2020 were **agreed** as a true and accurate record of the meeting.

4.2 Matters Arising

The following matters were discussed:

4.2.1 Committee Membership: this was discussed above in minute point 2.4.

4.2.2 Asset Register: Ms Sandra Brierley stated that the policy was not due to be discussed until the Summer term and confirmed it would be this discussed then.

ACTION – Asset Register to be discussed at the Summer term meeting.

4.2.3 COVID expenditure: Ms Sandra Brierley explained that in the period 6 report circulated to Governors there is a line included for COVID expenditure, Ms Elaine Brady outlined the headlines. To date there had been £12.5k on PPE and to ensure that the building is COVID secure.

It was confirmed that the school had claimed £5.5k for the free school meals provided during the first lockdown. The Head confirmed that it is likely that the school could claim more funding back. It was agreed that the breakdown will be circulated at future meetings.

Governor Question – is the spend reported in occupation costs?

Answer – it is, yes.

Governor Question – is there any predicted spend for the coming year?

Answer – there is no predication at this point.

Governor Question – are the plans currently working or is additional support needed?

Answer – Ms Sandra Brierley stated that she felt it was working well. The school have not had any confirmed cases as yet.

Governor Question – there is a line for new laptops for staff and iPads for students; is this covered?

Answer – there is a possibility that the money could be claimed and the Head teacher is obtaining more advice on this. This was an unplanned expense and has been purchased through the underspend allocation.

- 4.2.4 Budget report – Ms Elaine Brady presented the budget report for the end of September and stated that commentary was provided within the report. At the end of September, the school has received 66% of funding received and spent around 50% and is therefore on track. There were some areas where there had been an overspend.

Governor Question – how much over 50% are you worried about?

Answer– anything over 50% would be reviewed. The IT line has increased by 711% which is due to the high amount of equipment that had been purchased.

It was noted that staffing costs had increased as agency supply staff have been recruited as there some staff members on long-term sick. The school does have insurance but this current sickness could not be claimed as the member of staff has a pre-existing medical condition. There are currently 4 members of staff on long term sick.

Governor Question – how many agency staff are currently employed?

Answer – 3 agency staff and some is covered by internal staff. Overall concern is to ensure that the school remains open.

Governor Question – why is the catering budget lower?

Answer – the school was only open to key worker children from April until September and therefore the school dinner money was not coming in.

Governors thanked Ms Elaine Brady for supporting the Headteacher. Ms Sandra Brierley confirmed that the school are looking to secure a part-time Business Manager to support them.

- 4.3 Chair to report on any urgent action taken
It was confirmed that there was no action to report.

5. Financial Tasks

- 5.1 Budget monitoring
This was discussed above in item 4.2.4.
- 5.2 2020-21 Budget
This was discussed above in item 4.2.4.
- 5.3 COVID expenditure
This was discussed above in item 4.2.4.

6. Staffing

Ms Sandra Brierley confirmed that the largest issue was linked to COVID as well as general illness; it was confirmed that there had been a lot of staff illness this term. Alongside this, many staff have children in secondary school and as their children are sent home to undertake remote learning, staff are taking time off to look after their children. The Headteacher confirmed that she is taking advice from HR regarding this.

7. Premises / Contracts

Mr Nick Blackham presented an update to Governors:

- 7.1 Kitchen Contract: Governors were informed that the contract signed in 2010 was due to be reviewed 3 years later and then each subsequent year, however this did not take place. There are ongoing concerns regarding the contract as it does not bring in any money. Nick Blackham is discussing possible options; discussing with other schools as well as the Local Authority procurement.

Nick Blackham confirmed that all Premises checks had been completed and all inspections are all on track. There had been an issue with the gates and the company who installed the gates have gone into administration; an alternative company is being sought. There is an issue with the boiler at the moment which is leaking water. The parts are due to be delivered from Germany and the engineer is due on site on 26th November to fix.

Governors were informed of the current staffing within the Premises team.

8. Policies

8.1 Charging & Remissions

Ms Sandra Brierley confirmed that no changes had been made.

Governor Question – is the statement regarding charging for school time activities a standard statement?

Answer – Ms Sandra Brierley confirmed that this would be double checked. It was noted that the date needed to be changed to read 2020.

ACTION – Ms Sandra Brierley to confirm standard statement relating to charging for school time activities.

ACTION – Date to be changed to 2020.

All **agreed** to ratify the policy, subject to comments above.

8.2 Asset Register

Ms Sandra Brierley confirmed that this document would be circulated electronically.

ACTION – Asset Register to be circulated electronically.

8.3 Fire & Emergency

Ms Sandra Brierley confirmed that the policy had been reviewed on the Hackney Education website.

Governor Question – how is the one-way system working when the evacuation is taking place?

Answer – if the fire alarm sounds, the one-way system would not be followed. A test was undertaken in September and all went well.

All **agreed** to ratify the policy.

- 8.4 Capability
Ms Sandra Brierley confirmed that it had been advised that this policy came from the Catholic Education Service (CES) and the policy had been adapted for St Scholastica's. It was noted that changes were not allowed to be made as this would invalidate the insurance.

All **agreed** to ratify the policy.

- 8.5 Managing Sickness and Absence
Ms Sandra Brierley confirmed that that this policy was from the CES. There was an issue regarding amount the amount of sick pay which was not included in this policy, however it was in the previous policy. Ms Sandra Brierley confirmed that she would like to continue using the existing policy whilst obtaining advice from CES & HR.

ACTION - Ms Sandra Brierley to confirm sick pay with CES and HR.

Governors **agreed** that the current policy would stay in place.

- 8.6 Data Breach
Ms Sandra Brierley confirmed that this policy was obtained from Judicium who support the school with GDPR matters. It was confirmed that all their policies are GDPR compliant.

All **agreed** to ratify the policy.

- 8.7 CCTV
Ms Sandra Brierley confirmed that the policy had been updated to reflect the new system; this policy had also come from Judicium.

All **agreed** to ratify the policy.

- 8.8 Medical Needs
It was confirmed that this would be deferred to the next meeting.
ACTION: Medical Needs policy to be discussed at next Committee meeting.

- 8.9 Schools Pay Policy
Ms Sandra Brierley confirmed that this had been updated to include the Hackney Education logo; new pay raises are reflected in the document.

All **agreed** to adopt the policy.

9. Any other business

- 9.1 Pupil Premium Grant – Ms Sandra Brierley confirmed that this had been set and a 3-year statement had been developed. The document had been updated to include items on wellbeing and resilience and had specific reference to COVID-19.

10. Dates of next meetings

10th March 2021

7th July 2021

There were no confidential items for discussion.

The meeting ended at 7.30pm with a closing prayer.